

# Health Services Manager Cover Letter

337 Cody Courts Millshire, MS 46548-9031

**Dear Avery Witting,**

I am excited to be applying for the position of health services manager. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for and/or coordinate with Care Coordination Entities to ensure Persons have access to community-based clinical, self-help and peer, medication assisted treatment, and psycho-educational services that address addiction treatment and related issues (e.g., HIV, AIDS, Hepatitis C and relapse prevention).

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Direct experience working with Administration of Children's and Families (ACF) under Health and Human Services, NIH
- Experience working with social workers and subject matter experts in the delivery of Federal technology
- Experienced with US health & welfare benefits and administration
- Knowledgeable about translating business requirements to specs for technical development
- Supervisory or Management in Behavioral Health is strongly recommended
- Demonstrated experience in assessing the operations of health services using a variety of auditing tools
- Experience in delivery and administration of health care systems
- Demonstrated effective decision making skills in a health service setting

**I really appreciate you taking the time to review my application for the position of health services manager.**

Sincerely,